

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service
Washington 25, D. C.

February 8, 1960

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Records Management Officer
Central Intelligence Agency
Washington 25, D. C.

Dear [redacted]

Attached is a draft of a proposed General Records Schedule establishing standards for the disposition of records pertaining to security and protective services records. The schedule has been developed as the result of suggestions and assistance from a number of agencies maintaining records of this character. It is now being submitted for review by agencies having an interest in these records.

I will appreciate any comments you may have on this proposed schedule either as to its coverage or as to the adequacy of its retention periods. With the concurrence of the interested agencies, we would like to submit the schedule during the current session of the Congress. If approved by the Congress, the schedule will give permissive authority to agencies to handle their records in accordance with its provisions.

Sincerely yours

Everett O. Alldredge
Assistant Archivist of the United States
Office of Records Management

Enclosure.

On file GSA release instructions apply

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